

## LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA COUNTY

County Government Center, 11<sup>th</sup> Floor, East Wing  
70 West Hedding Street, San Jose, California 95110  
(408) 299-5127 (408) 295-1613 Fax

---

### FILING REQUIREMENTS

#### CITY-CONDUCTED ANNEXATIONS OR REORGANIZATION

A city-conducted annexation filing for finalization will consist of the following and will not be deemed complete until all requirements are fulfilled.

1. One certified copy of resolution, making the findings required by California Government Code section 56757, each including a legal description and map as Exhibits A and B.

The map and legal description should meet the standards of both Santa Clara County LAFCO and the State Board of Equalization. Legal descriptions and boundaries other than those shown on previously recorded legal documents shall be prepared by a person authorized to practice land surveying (i.e., any licensed land surveyor, or any civil engineer registered prior to January 1, 1982, pursuant to California Business and Professions Code sections 8700-8806)

2. The original copy of the County Surveyor's statement of the proposal's compliance with the applicable portions of California Government Code Section 56757. The Surveyor will charge any fee pertaining to the work involved in preparing the statement directly to the City.
3. The original copy of the County Assessor's statement of the proposal's compliance with the applicable portions of California Government Code Section 56757. The Assessor will charge any fee pertaining to the work involved in preparing the statement directly to the City.
4. Two copies of completed Statement of Boundary Change Form.
5. LAFCO Filing fees plus the State Board of Equalization fees.

#### NOTES

1. *The above filing requirements are to be forwarded by the city to LAFCO staff following the city council hearing. The City may require additional information and application material from the applicant for the City Council public hearing process.*
2. *City conducted annexation provisions for Santa Clara County have been reformatted into Government Code Section 56757 in the new Cortese Knox Hertzberg Act. They used to be under Section 56826 in the previous version.*